

# **CAMBRIDGE 2003 RESIDENT INFORMATION**



**Traffic, Parking & Transportation Department  
City of Cambridge**

**238 Broadway ♦ Cambridge, MA 02139**

**617-349-4700 ♦ [www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic)**

## **CITY MANAGER**

ROBERT W. HEALY

## **DEPUTY CITY MANAGER**

RICHARD C. ROSSI

## **CITY COUNCIL**

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HENRIETTA DAVIS, Vice Mayor

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## **TRAFFIC, PARKING AND TRANSPORTATION DEPARTMENT**

SUSAN E. CLIPPINGER, Director

BRAD GERRATT, Deputy Director



## TRAFFIC, PARKING AND TRANSPORTATION DEPARTMENT

The Department operates many of the City's transportation services. Its main responsibility is to ensure that the City's street system is safe for vehicular and non-vehicular use – through parking regulations, parking meters, traffic signals, signs, crosswalks, bicycle facilities, and pavement markings. Associated with these activities, the Department issues Resident Parking Permits, adjudicates parking tickets, performs and reviews traffic studies, and issues Street Obstruction and Street Closing permits. The Department operates two parking garages, which are located in Central Square and in East Cambridge.

Information about the Department and its services is also available on the web.



[www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic)



### This brochure provides residents with information about:

- ❖ Parking
- ❖ Parking on residential streets - resident parking permits, visitor permits, special circumstances, "consideration".
- ❖ Temporary parking needs – moving van, contractor, dumpster, party, funeral, wedding, etc.
- ❖ Paying or disputing a parking ticket.
- ❖ Towed or booted vehicle.
- ❖ Renewing your license or registration with the Massachusetts Registry of Motor Vehicles when you owe tickets in Cambridge.
- ❖ Street cleaning
- ❖ Winter parking bans/snow emergency
- ❖ Transportation
- ❖ Reporting concerns about traffic signals, bent signs, missing signs, or parking regulations.
- ❖ Truck regulations



### Traffic Department Numbers

Main Number  
Fax Numbers

617-349-4700  
617-349-4747  
617-349-4735  
617-349-4700  
617-491-7277  
617-349-4700  
617-349-4721

Parking Ticket Information  
Parking Tickets "Pay by Phone"  
Resident Permit Parking  
Street Closing/Obstruction Permits





Traffic signal problems	617-349-4715
Traffic or parking signs	617-349-4723
Winter Parking Bans/snow emergency	617-349-4700
TTY/TDD	617-349-4621

### **Other Important Numbers**

City Council Office	617-349-4280
City Hall General Information	617-349-4000
City Manager's Office	617-349-4300
Comm. for Persons with Disabilities	617-349-4692
Emergency Police and Fire	911
MA Registry of Motors Vehicles	617-351-4500
Mayor's Office	617-349-4321

### **Public Works Department**

General Information	617-349-4800
Graffiti	617-349-6955
Mandatory Recycling Program	617-349-4005
Pothole/Sidewalk repairs	617-349-4854
Sewer Problems	617-349-4860/4861
Un-shoveled Sidewalk	617-349-4903

Towed Vehicles-Police Dept.	617-349-3300
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**[www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic)**



### **Feedback**

This brochure is produced each year to provide information to the residents of the CITY OF CAMBRIDGE about the services the department offers and to answer frequently asked questions.

We would appreciate your comments and suggestions regarding information that should be included in this brochure.

### **Send us your comments by:**

Email – [parkingservices@ci.cambridge.ma.us](mailto:parkingservices@ci.cambridge.ma.us)

Letter – TP&T, Director, 238 Broadway, Cambridge, MA 02139





## RESIDENT PERMIT PARKING

**When will my 2003 Resident Parking Permit and Visitor Permit expire?**  
January 31, 2004.

**Is my Visitor Permit valid throughout the City?**

No. Your Visitor Permit is only valid in the immediate area in which you live  
(see map on the back of the permit).

**Where do I place my Resident Parking Permit?**

On the lower left driver's side of the rear window of your car. If this is not possible, place the sticker on the left rear window. All expired stickers should be removed.

**Where should the Visitor Permit be displayed?**

On the dashboard above the steering wheel. The Visitor Permit number must be visible from the outside.

**How do I obtain a Massachusetts registration or change my principal place of garaging to Cambridge?**

To register your vehicle in Massachusetts and change your principal place of garaging to Cambridge, you must contact your insurance agent and the Massachusetts Registry of Motor Vehicles at 617-351-4500.

**If my vehicle registration number changes or I purchase a new vehicle during the year, do I need to obtain a new Resident Parking Permit?**

Yes. The registration number on your permit must match the registration number of your vehicle.

**What should I do if I move from one section of the City to another?**

Notify the Department of your new address. Your Resident Parking Permit remains valid. Return your Visitor Permit and get a new one for the new area.

**May I use my Visitor Permit on a vehicle owned or controlled by me?**

No. Visitor Permits are for your visitors. They are not valid on a vehicle owned by a Cambridge resident.

**I have a visitor that is staying with me longer than seven days, what should I do?**

Submit a written request through the "consideration" program (see page 8 "What parking is available for an event at my home?").

**Other resident permit parking questions?**

Check the Department web site, contact us at [parkingservices@ci.cambridge.ma.us](mailto:parkingservices@ci.cambridge.ma.us) or 617-349-4700.





## TRANSPORTATION INFORMATION

### **How do I report a traffic signal that has a burned out bulb or seems to operate inefficiently?**

Signal problems or questions can be directed to the Traffic Engineering Division at 617-349-4715. Please leave a message with the location of the signal, a description of the problem, and your name and telephone number.

### **How do I get a missing street name sign replaced?**

Call the Traffic Engineering Division at 617-349-4723 and leave a message with your name, telephone number and the location of the missing sign.

### **How do I get a reserved handicapped space?**

If you have a handicapped plate or placard, you may file an application for a handicapped space. Requirements are stated on the application that is available on the Department's web page or at 238 Broadway.

### **Is truck noise regulated?**

Businesses where trucks stop between the hours of 9:00 p.m. and 7:00 a.m. must observe the City's Noise Ordinance. Drivers should shut off their motors and keep loading operations quiet. For more information, contact the License Commission at 617-349-6140.

Uneven road surfaces or loose utility covers causing street noise should be reported for repair to the Public Works Department at 617-349-4800.

### **What are the most important ways to improve bicycle and pedestrian safety?**

#### **Drivers:**



Watch out for bicycles! Look before turning or parking, before opening your doors, and when pulling out onto a street. Yield to pedestrians when turning, even when you have a green light. Yield to pedestrians in a crosswalk without a signal.

#### **Cyclists:**



Watch out for pedestrians! Remember that motorists and cyclists share the road and are subject to the same laws. It is dangerous and illegal to ride a bicycle against traffic or the wrong way on a one-way street. Stop at red lights and stop signs.

#### **Pedestrians:**



Use marked crosswalks, do not step out from between parked cars. At traffic signals, wait for the walk light.



## 2003 STREET SWEEPING SCHEDULE

DISTRICT	SIDE	DAY	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
A	ODD	1st Wed	2	7	4	2	6	3	1	5	3
A	EVEN	1st Thur	3	1	5	3	7	4	2	6	4
B	ODD	1st Mon	7	5	2	7	4	29-Aug	6	3	1
B	EVEN	1st Tues	1	6	3	1	5	2	7	4	2
C	ODD	1st Fri	4	2	6	30-Jun	1	5	3	7	5
C	EVEN	2nd Mon	14	12	9	14	11	8	30-Sep	10	8
D	ODD	2nd Tues	8	13	10	8	12	9	14	31-Oct	9
D	EVEN	2nd Wed	9	14	11	9	13	10	8	12	10
E	ODD	2nd Thur	10	8	12	10	14	11	9	13	11
E	EVEN	2nd Fri	11	9	13	11	8	12	10	14	12
F	ODD	3rd Mon	29-Apr	19	16	21	18	15	20	17	15
F	EVEN	3rd Tues	15	20	17	15	19	16	21	18	16
G	ODD	3rd Wed	16	21	18	16	20	17	15	19	17
G	EVEN	3rd Thur	17	15	19	17	21	18	16	20	18
H	ODD	3rd Fri	18	16	20	18	15	19	17	21	19
H	EVEN	4th Mon	28	29-May	23	28	25	22	27	24	22
J	ODD	4th Tues	22	27	24	22	26	23	28	25	23
J	EVEN	4th Wed	23	28	25	23	27	24	22	26	24
K	ODD	4th Thur	24	22	26	24	28	25	23	cancelled	29-Dec
K	EVEN	4th Fri	25	23	27	25	22	26	24	28	30-Dec

### Holiday Schedule

**Monday, April 21** will be posted and swept on **Tuesday, April 29th** ❖ **Monday, May 26** will be posted and swept on **Thursday, May 29th**

**Friday, July 4** will be posted and swept on **Monday, June 30th** ❖ **Monday, September 1** will be posted and swept on **Friday, August 29th**

**Monday, October 13** will be posted and swept on **Tuesday, September 30th** ❖ **Tuesday, November 11** will be posted and swept on **Friday, October 31st**

**Thursday, November 27** will not be rescheduled ❖ **Thursday, December 25** will be posted and swept on **Monday, December 29th**

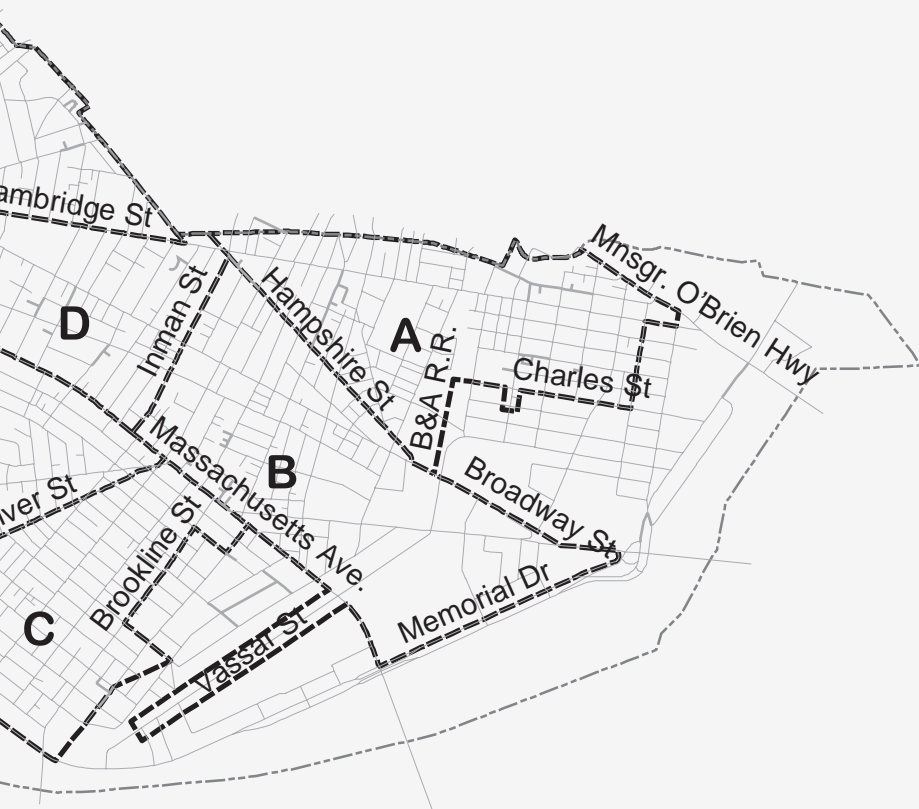
**Friday, December 26** will be posted and swept on **Tuesday, December 30th**







# Street Sweeping Districts





## OTHER PARKING INFORMATION

### **How do I get space for my moving van?**

Obtain a Temporary Street Obstruction Permit.



### **I am doing some home improvements, how do I obtain permission for my contractors to park on my street?**

Permission is granted through a Temporary Street Obstruction Permit.

### **May I put a dumpster on the street?**

Yes, obtain a Temporary Street Obstruction Permit.

### **May I request that my street be closed for a neighborhood block party?**

Yes, obtain a Temporary Street Closing Permit

### **How do I obtain a temporary street obstruction/closing permit?**

Permit information and applications may be obtained on our web site at [www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic) or at our office at 238 Broadway. The application may be mailed in or brought in to our office. Applications must be received at least three business days in advance. For the fee structure, see our web site. For additional information, call 617-349-4721.

### **What parking is available for an event I am having?**

You may request consideration. Simply put, consideration means that at the date, time and location of your event, Resident Permit Parking only will not be enforced and your guests may park in residential spaces.

Requests for consideration must be submitted in writing, via mail, fax (617-349-4747), or web site: [www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic). Requests must include applicant's name, telephone number, location, date, hours of consideration and reason. If you have questions, please call 617-349-4718.

When you apply on-line for consideration for your event, your request will automatically be submitted both to the Traffic, Parking & Transportation Department and the Police Department. If you do not use the on-line form, you must also contact the Police Department at 617-349-3300.





### When would my car be towed?



The programs that the City most frequently enforces through towing are:

- ❖ Street Cleaning – April 1 through December 31
- ❖ Snow Emergencies – when declared (617-349-4700)
- ❖ Temporary cardboard “No Parking” signs for moving vans, street repairs, etc. Temporary signs are posted 24 to 48 hours in advance

### What do I do if my driveway is blocked?

Request enforcement by calling either the Traffic, Parking and Transportation Department at 617-349-4700 to ticket or the Police Department at 617-349-3300 to ticket and tow.

### Will I be tagged if I block my own driveway?

No. A car blocking a residential driveway is not tagged unless a request is received from the resident.

### Is it ok if I don't park in my driveway?

Be considerate of your neighbors without driveways. Use your own driveway and leave space on the street for your neighbors.

### Can I request increased parking enforcement?

Yes. Call us at 617-349-4718.



### What are my options for paying a parking ticket?

- Mail:** P. O. Box 399113, Cambridge, MA 02139
- Walk In:** 238 Broadway, Monday – Friday 8:30 a.m. – 5:00 p.m.
- Pay by Web:** [www.ci.cambridge.ma.us/traffic](http://www.ci.cambridge.ma.us/traffic)
- Pay by Phone:** 617-491-7277 (Have your ticket number(s) ready).

Checks should be made payable to “City of Cambridge”. Credit Card payments are accepted. Do not mail cash.





## **What if I can't renew my license or registration because of an unpaid parking ticket in Cambridge?**

You must pay ALL your outstanding parking tickets and receive a Registry Release Form or confirmation number from us. Payments can be made by web, phone or mail and a release secured. Personal checks are not accepted.

## **What do I do if my car has been towed?**

If your car has been towed call the Cambridge Police at 617-349-3300.

## **Why are cars booted and what can a car owner do to have the boot removed?**

Your vehicle can be booted (immobilized) if you have five or more unpaid parking tickets. To get the boot removed, you must pay ALL your outstanding parking tickets (cash, money order, Visa or MasterCard), the boot fee of \$35 and any storage fees (\$10 per day after the first day).

## **How do I dispute a parking ticket?**

Provide a written request that includes the ticket number, registration number, name and address, the reason for the dispute, and a daytime phone number or e-mail address. You will be notified of your hearing date by mail.

## **How do I dispute a tow?**

You must first retrieve your vehicle and pay the tow fee and storage fee, if any. Then send a letter explaining why you feel the car was towed in error. Provide as much information as possible to support your case. Include a copy of the ticket and the tow receipt. Your claim will be investigated and you will receive a written response.

## **If I am out of town, am I responsible if my car is towed for a regulation posted after I left?**

Yes. If you are going to be away, it is best to park off street or leave your keys with a friend.

## **Does street cleaning occur if it falls on a holiday?**

No. There are several holidays when street cleaning is rescheduled. See the street sweeping schedule for holidays and rescheduled days.





## WINTER SAFETY AND SNOW REMOVAL

### Does the City have winter parking bans?

Yes. You cannot park on a major street where there are snow emergency signs or on the side of a smaller street as indicated by signs during a Declared Snow Emergency. To find out if a snow emergency has been declared, call 617-349-4700.

### Are homeowners responsible for removing snow and ice on city sidewalks?

Yes. City ordinance requires a homeowner to remove snow from all sidewalks next to his/her residence within 12 hours after snow stops falling in the daytime and before 1 pm when the snow has fallen during the night. Homeowners must clear ice off sidewalks, or treat it with an ice-melting substance within 6 hours of the time it forms.

### What other responsibilities do residents have when it snows?

- ❖ Arrange for someone else to keep your sidewalks clear of ice and snow, if you go out of town.
- ❖ Dig out fire hydrants and catch basins.
- ❖ Always park your car at least 20' from street corners. This is the law and it allows the plows to push snow away from crosswalks.
- ❖ If your home is on a corner, make openings in snow banks between the streets and sidewalks at crosswalks, street corners, bus stops and shovel side street sidewalks as well as the sidewalk in front of your home.
- ❖ If you are next to a crosswalk, please shovel an opening wide enough for a wheelchair-bound person to get through.

### Will I get a ticket if my sidewalk is not shoveled or is icy?

Yes. The fine for this violation is \$25.

### Where do I put the snow from my sidewalk or driveway?

Try to move it to an unused part of your driveway or yard. Please do not shovel snow from your sidewalk into the street. It is illegal. Don't leave old chairs, trash bags, or other objects in on-street parking spaces – they will be hauled away.





### **What should I do about ice?**

Stock up on ice melt. Avoid rock salt as it kills plants and trees. Avoid sand as it's expensive to clean up in the spring and fills catch basins and storm drains.

### **What if I am physically unable to shovel my sidewalk?**

To apply for snow removal assistance, call the Council on Aging at 617-349-6220.

### **What do I do if a sidewalk is not shoveled or icy?**

Call the Snow Information line at 617-349-4903 anytime to make a report. All you need is an accurate address.



**KEY TRAFFIC, PARKING AND TRANSPORTATION  
DEPARTMENT STAFF**


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SUSAN E. CLIPPINGER	Director
BRAD GERRATT	Deputy Director
LENORE LAWRENCE	Parking Services Coordinator
WAYNE AMARAL	Traffic Operations
BERNARD FLYNN	Assistant Director
CHRISTOPHER KOSINSKI	Street Permit Supervisor
STEPHEN LA ROSA	Parking Enforcement Coordinator
JEFF PARENTI	Traffic Engineer
JASON SCHRIEBER	Transportation Planner



# DON'T GET CAUGHT

# REMEMBER

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- ✓ Resident Parking Permits are needed to park in residential neighborhoods.
  - ✓ Be sure to read the rules and regulations on the back of your Resident Parking Permit and the front of your Visitor Permit.
  - ✓ Street cleaning is done once a month from April through December. Remember to check street signs and the schedule in this brochure.
  - ✓ Snow plowing is done on major streets. Move your vehicle to avoid being towed during snow emergencies. The streets on which cars get towed are signed as Emergency Arteries.
  - ✓ Moving vans take up a large space. You can get a permit to reserve parking spaces for your moving van.
  - ✓ Read parking signs. Don't get towed.
  - ✓ If you are going away, move your car off the street or leave your keys with a neighbor.